

**Board of County Commissioners - Staff Report**

Meeting Date: August 15, 2023 **Presenter:** Keith Gingery
Submitting Dept: Attorney **Subject:** UW Extension Office – Clerical Staff

Statement / Purpose: Annual Compensation Agreement with the University of Wyoming for Clerical Staff

Background / Description (Pros & Cons): Since 1914 all counties throughout the United States have participated with their state's land grant college to provide "extension" services. The University of Wyoming Extension Service provides programs in the following areas:

4-H and Youth Development
Community Development Education
Nutrition and Food Safety
Sustainable Management of Rangeland Resources
Horticulture
Profitable and Sustainable Agricultural Systems

Teton County reimburses the University of Wyoming for the salary/benefits of one (1) clerical staff and Teton County reimburses the University of Wyoming for 50% of the salary of the 4-H Extension Educator and the University of Wyoming pays for all of the benefits and the other 50% of the salary. Both the clerical staff position (Valarie Adams) and the 4-H Extension Educator (Glenn Owings) are UW employees. Teton County also provides the operational budget for the extension office including office supplies, travel, phone, internet, access to county vehicles, postage. Mary Martin is currently the Teton County Coordinator for the office. The current MOU is for the term of 2020 through 2024. The BCC approved the contract for the 4-H Educator at their regular meeting on August 1, 2023. The Clerical Staff contract had needed some corrections from the University of Wyoming and it is now being presented to you at this meeting.

Fiscal Impact: Teton County provides the operating budget for the extension office and also pays for 50% of the salary of the 4-H Educator and 100% of the clerical staff's salary and benefits.

For 2023-2024 the payment is as follows for the Clerical Staff:

Clerical Staff – 100% of salary =	\$41,904.00
Benefits	\$48,743.00 (Benefits include a housing stipend)

Total: \$90,647.00

Legal Review: Gingery

Staff Input / Recommendation: Approve

Attachments:
Annual Compensation Agreement with the University of Wyoming for Clerical Staff

Suggested Motion: I move to approve the Annual Compensation Agreement with the University of Wyoming for the Clerical Staff.

ANNUAL COMPENSATION AGREEMENT

This Annual Compensation Agreement ("Agreement") is made and entered into by and between the University of Wyoming ("University") and the Commissioners of Teton County ("County").

WHEREAS, under the Federal Smith-Lever Act of 1914, the State Acceptance Act of 1915, and amendments thereto covering Extension programs, the County desires an Extension professional to assist to assist in clerical and secretarial support (position currently held by Valerie Adams) and

WHEREAS, the University employs such Extension professionals; and

WHEREAS, the University contributes salary and employer paid benefits in the amount of \$0.00 and

WHEREAS, the University and the County have entered into a Memorandum of Understanding dated July 1, 2022.

NOW THEREFORE, the parties agree as follows:

1. **Payment.** In return for the above services, which shall be done and directed under the supervision of the Director of the University of Wyoming Extension, the County will contribute \$90,647.00 annually to the University of Wyoming Extension. The County agrees to make payments to the University as follows: **Four payments of \$22,661.75 due in October 2023, and January, March, and June 2024.**
2. **Term and termination.** The term of this Agreements shall commence on July 1, 2023 and shall remain in full force and effect until June 30, 2024, unless terminated by written mutual consent of both parties. In the event this Agreement is terminated, the University will return unused funds contributed by the County.

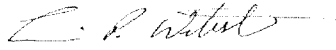
In witness whereof, the parties to this Agreement through their duly authorized representatives have executed this Agreement on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Agreement as set forth herein.

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Board of County Commissioners, Teton County

Chairman

Date



July 24, 2023

Eric Webster
Interim Director
University of Wyoming Extension

Date

Barbara Rasco
Dean
College of Agriculture, Life Sciences and Natural Resources
University of Wyoming

Date